



# Executive Branch Electronic Mail Consolidation

## Office 365 Live!

## End User Rollout for KDADS

Hosts:

JR Growney

Michael Wehking

Angela de Rocha



- Office Suite with subscription
  - Post-migration updates via Agency's Help Desk
- Office on PCs, tablets, and phones
- Office Online
- Email and calendars; desktop or web
  - 50Gb mailbox
  - 25Mb message size limit\*
- Simple file storage and sharing
- Up to date

- Overall, targeted migrations for KDADS by end of June
- Communications will target specific individuals with specific migration dates
- Currently validating end users
  - Email and Network Login review
  - New or invalid users

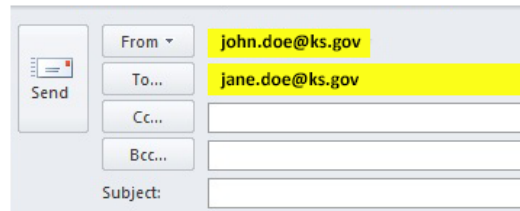
# What is migrating

- For end users, group accounts, shared accounts, rooms and resources
  - Email
    - Email will continue to flow via your current address until approximately end of CY 2017
  - Calendar
  - Contacts
  - To-do's migrated

# Emails and Network Login

## O365 is Coming

<https://oits.ks.gov/email-consolidation>




### Passwords

Your Password will remain the same.

### Email Address

All Email Addresses will be:

- Firstname.Lastname@**ks.gov**
- ONLY Exception for those few employees that share a first & last name
  - Those address will include an initial or number to distinguish

### Network Login

**Your Network Login that you use to log into your computer will change**

Firstname.Lastname@<domain>.ks.gov

Your domain will reflect your agency:

doa = Department of Administration  
go = Office of the Governor

# Known Migration Hurdles

- Some autocomplete entries corrupted
- Global Distribution Lists
- Deleted folder having subfolders

# Preparations

- Data cleanup soonest; still time to clean up unnecessary folders
  - Empty your deleted folder\*
  - Sent folder clean
- Note any email and/or calendars you may be sharing
- Note any personal contact lists

# Known Coexistence

Waiting for others...

- Utilize old network login when trying to connect to something that hasn't moved:
  - Shared Resources that don't move with you
- Calendar Free/Busy
- Presence information in both Outlook



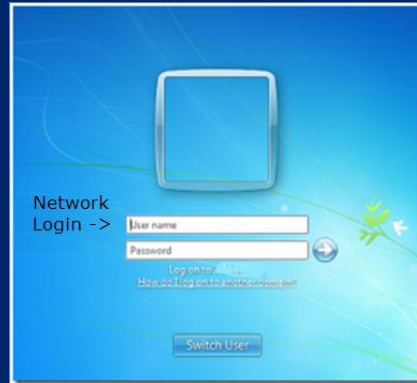
# First Things First

- Connecting to Outlook
  - Use New Network Login
  - Multiple prompts may need old login
  - See the Post-Migration Users Guide
- Connecting to Portal
  - Authentication on the network
  - Set the Time Zone
- Configuring mobile devices in accordance with your agency processes
- Re-share calendars and folders once everyone is in the cloud
- Let us know if there are issues

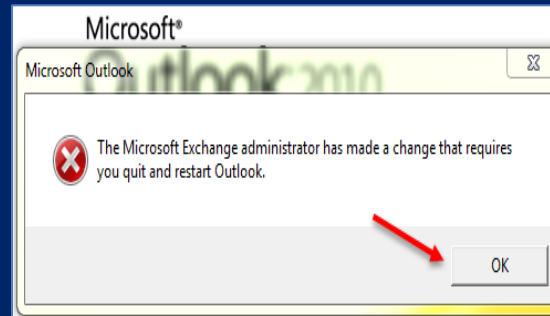
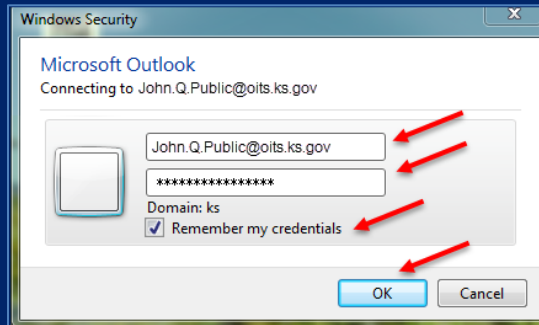


# First Things First

## Network



## Outlook Client



- Website
  - <https://oits.ks.gov/email-consolidation/>
- Feedback:
  - <https://oits.ks.gov/email-consolidation/questions-feedback>
- Training/Education
  - <https://oits.ks.gov/email-consolidation/o365-training-resources>

- Portal
  - <http://portal.office.com>



The screenshot shows the Microsoft Office 365 portal interface. At the top, there is a navigation bar with "Office 365" and "Home" tabs, the "State of Kansas" logo, and user profile controls. A large orange banner on the left says "Hi, J.R.". The main content area features a section titled "Install Office 2016 on your PC" with icons for Word, Excel, PowerPoint, Outlook, OneNote, and Skype for Business, along with an "Install now" button and links for "Other installs" and "Troubleshoot installation". Below this, there are links for "How do I get Office 2013?", "Smartphone or tablet? Get Office on your devices", and "Learn how to set up email and Office 365 apps on your device". The bottom section, "Collaborate with Office Online", displays a grid of icons for Mail, Calendar, People, Newsfeed, OneDrive, Sites, Tasks, Delve, Word Online, Excel Online, PowerPoint Online, and OneNote Online.

Office 365 Home

State of Kansas

Hi, J.R..

Install Office 2016 on your PC

Word Excel PowerPoint Outlook OneNote Skype for Business

Install now

Other installs Troubleshoot installation

Got a Mac? Sign in to Office 365 on your Mac to install.

How do I get Office 2013?  
Smartphone or tablet? Get Office on your devices  
Learn how to set up email and Office 365 apps on your device

Collaborate with Office Online

Mail Calendar People Newsfeed OneDrive Sites Tasks

Delve Word Online Excel Online PowerPoint Online OneNote Online

## Office 365 Live! Feedback

<https://oits.ks.gov/email-consolidation/questions-feedback>

### Hosts:

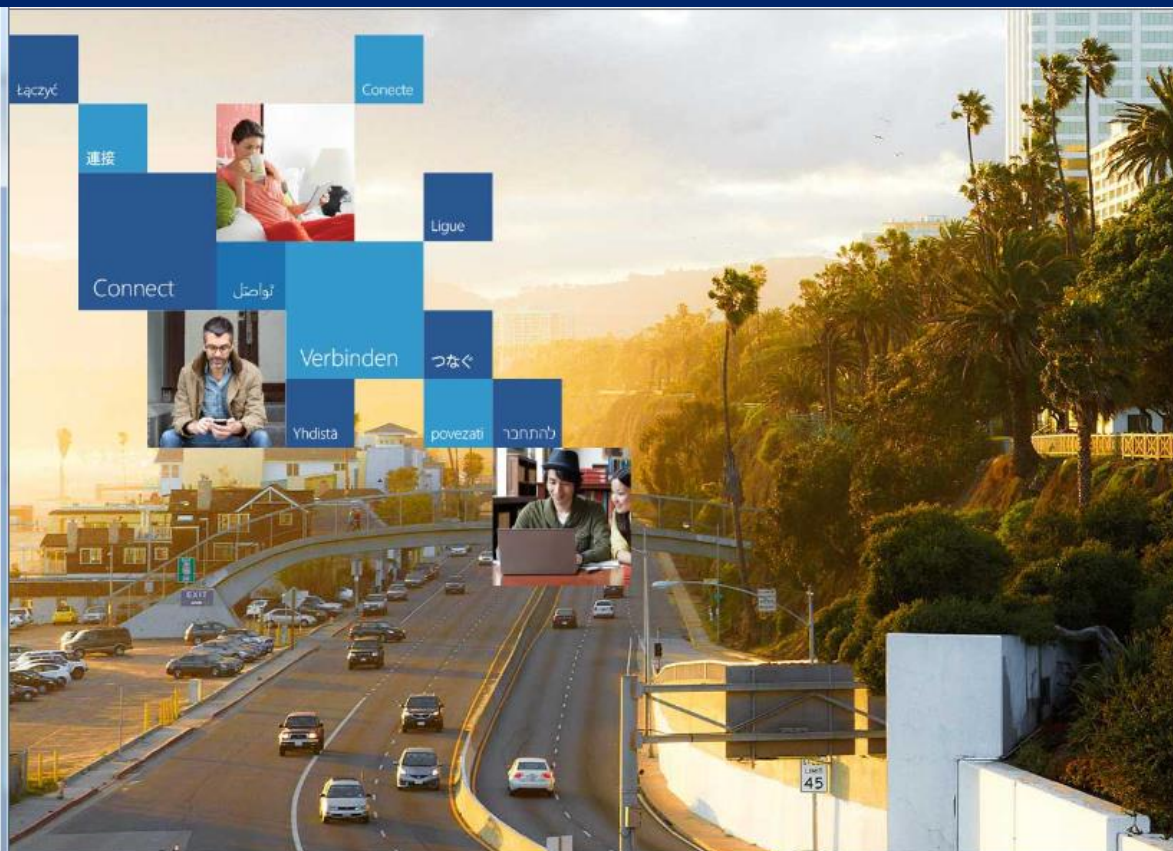
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# Backup Slides

## ■ Portal Sign-in



Work or school account

john.public@oits.ks.gov



Password

☐ Keep me signed in

Sign in

Back

[Can't access your account?](#)

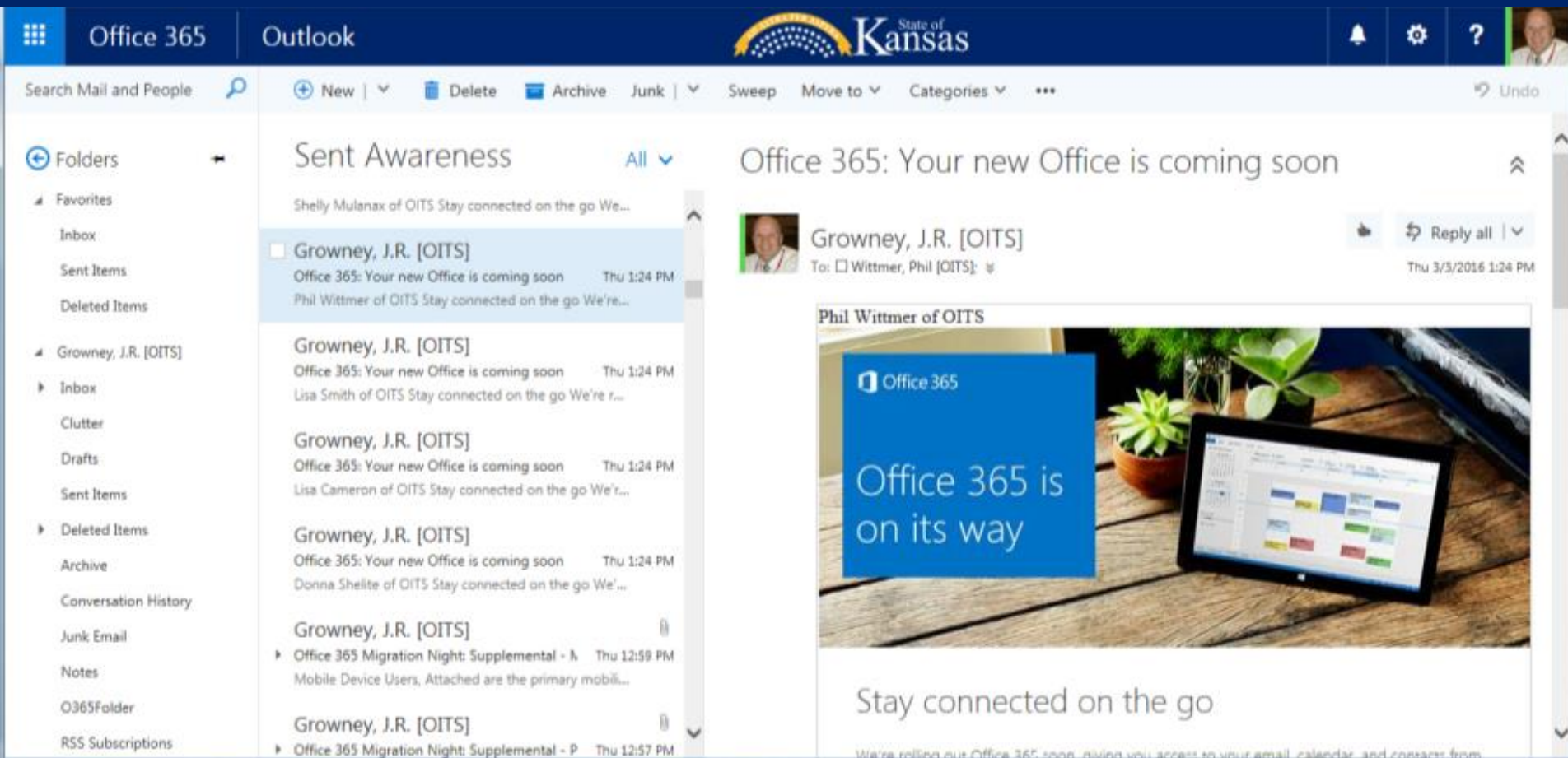
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## ■ Portal Mail



The screenshot displays the Outlook web interface. The top navigation bar includes the 'Office 365' and 'Outlook' tabs, along with the Kansas State of the Governor logo and user profile. The left sidebar shows the 'Folders' pane with 'Inbox', 'Sent Items', and 'Deleted Items' under 'Growney, J.R. [OITS]'. The main content area shows a 'Sent Awareness' email from Growney, J.R. [OITS] with the subject 'Office 365: Your new Office is coming soon'. The email body contains a blue box with the Office 365 logo and the text 'Office 365 is on its way', followed by the text 'Stay connected on the go'.

Office 365

Outlook

Search Mail and People

New | Delete | Archive | Junk | Sweep | Move to | Categories | Undo

Sent Awareness

Shelly Mulanax of OITS Stay connected on the go We...

Growney, J.R. [OITS]

Office 365: Your new Office is coming soon Thu 1:24 PM

Phil Wittmer of OITS Stay connected on the go We're...

Growney, J.R. [OITS]

Office 365: Your new Office is coming soon Thu 1:24 PM

Lisa Smith of OITS Stay connected on the go We're r...

Growney, J.R. [OITS]

Office 365: Your new Office is coming soon Thu 1:24 PM

Lisa Cameron of OITS Stay connected on the go We're...

Growney, J.R. [OITS]

Office 365: Your new Office is coming soon Thu 1:24 PM

Donna Shelite of OITS Stay connected on the go We'...

Growney, J.R. [OITS]

Office 365 Migration Night: Supplemental - h Thu 12:59 PM

Mobile Device Users, Attached are the primary mobil...

Growney, J.R. [OITS]

Office 365 Migration Night: Supplemental - P Thu 12:57 PM

Office 365: Your new Office is coming soon

Growney, J.R. [OITS]

To: Phil Wittmer, Phil [OITS]

Thu 3/3/2016 1:24 PM

Reply all

Phil Wittmer of OITS

Office 365

Office 365 is on its way

Stay connected on the go

We're rolling out Office 365 soon, giving you access to your email, calendar, and contacts from

## ■ Portal Calendar

Office 365 Outlook

Search Calendar

New | Add calendar | Share | Print

< > March 6–12, 2016

Day Work week Week Month | Today

Calendar Busch, Jennifer [OITS]

	7 Monday	8 Tuesday	9 Wednesday	10 Thursday	11 Friday
8a			PM Weekly	O365	
9a			PM Weekly	O365/AD E	O365/AD E
10a	EBTM Project Team Meeting LSOB Director's Conf Rm Busch	IRS Audit Status LSOB 851B [OITS] Busch, Jennifer	Office 365 Executive Support	SDB Fiber LSOB 151 [OIT]	State Defense LSOB 151 / Co
11a	SDB Move Planning LSOB 753 Directors Conf Rm Bu			Networking Cisco/AOS meetin 851A Busch, Jennifer [OITS]	Timesheet due
12p					
1p	O365 Proje LSOB Team	Fwd: : State AOS C AOS C	Office 365 Live!	Secretar of State O365	O365 Pn LSOB 85

My calendars

- Calendar
- Busch, Jennifer [OITS]
- United States holidays
- Birthdays

OITS Leads